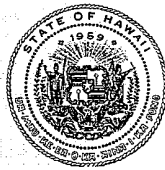


LINDA LINGLE
GOVERNOR



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
P.O. BOX 2121
HONOLULU, HAWAII 96805-2121
Oahu (808) 586-7390
Toll Free 1(800) 295-0089
www.eutf.hawaii.gov

BOARD OF TRUSTEES
WILLARD P. MIYAKE, *CHAIRPERSON*
JOAN LEWIS, *VICE-CHAIRPERSON*
BOB AWANA, *SECRETARY-TREASURER*
HAROLD DECOSTA
GERALD K. MACHIDA
DAYTON NAKANELUA
JOHN RADCLIFFE
MARK E. RECKTENWALD
KATHERINE H. THOMASON
KATHLEEN N. WATANABE

ADMINISTRATOR
H. MARK FUKUHARA

February 24, 2004

TO: Department Heads
Department Personnel Officers
County Personnel Officers

FROM: H. Mark Fukuhara
Administrator *M. Fukuhara*

SUBJECT: 2004 Open Enrollment Information

Aloha! They say time passes quickly when you are having fun. Therefore, we must have all had a lot of fun this past year because it is hard to believe that it is already time again for open enrollment!

We have scheduled Department Personnel Officer (DPO) training sessions during the last half of March. This training will be very helpful to DPOs in understanding what they need to do not only during open enrollment but throughout the year as well. DPOs will be able to sign up for a particular session electronically by accessing our website, www.eutf.hawaii.gov. Each session has limited space so early registration is recommended to ensure that DPOs are able to attend sessions at convenient locations and times.

We have also created a special section for personnel offices and for those who are involved in processing health benefits enrollment and changes. We will be placing information specific to you. Eventually, all directives, forms, information regarding enrollment, rules and interpretations will be posted in this section for you.

We have invited our health benefits vendors to be at our training sessions. They will bring pertinent information to share with you. The vendors will be able to answer specific questions that you may have regarding each specific plan. If you are attending the early session, plan on an extra 30 minutes after the session to visit with our vendors. If you are attending the later session, come at least 30 minutes prior to the start of the session.

There are minimal changes this year so we have not requested approval for employees to receive paid time off to attend open enrollment sessions. We have one new plan; a stand alone prescription drug plan from HMSA. This plan will be attractive to employees who have non-EUTF medical coverage but do not have prescription drug coverage. The plan's benefits are identical to the HMSA prescription drug plan that is bundled with HMSA medical and ChiroPlan.

We sent the Reference Guide for Active Employees to our printer this week. The reference guide does not include premium or contribution information. As soon as collective bargaining agreements are reached on the Royal State Dual Coverage and HMSA stand alone prescription drug plans, we will distribute information showing the employer and employee contributions for each plan.

The Reference Guide for Active Employees, preprinted open enrollment form (OE-1), and Aetna Summary of Coverage documents will be sent to employers around the middle of March for distribution to their employees. Open enrollment will be conducted between April 1 and April 30 (see attachment). **The OE-1 form does not need to be turned in if there are no changes.** Confirmation notices will be issued weekly for those employees who have changes and turn in OE-1 forms. After open enrollment is completed, confirmation notices will be sent to the employees who made no changes. Confirmation notices will include premium deduction amounts.

The EUTF appreciates your patience, support, and cooperation during the past year. Please visit our website at <http://www.eutf.hawaii.gov> for advance looks at reference guides, forms and other open enrollment information. If you have any questions, please call me at 587-5431.